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B. Administration and Problems:

Records Management & Distribution- FBID has requested assistance in disposing of Field Station records. From a listing of the type of records concerned, it appears that a disposal schedule can be prepared without actual appraisal of the material by a records analyst.

This week a survey of the records in the Office of Operations was begun. Our present understanding is that the scope of the survey will be limited to the preparation of a disposition schedule for the Contact Division. This job will be written up and reported on as a project in the future.

The installation of the recommended filing system in Colonel Grogan's office has been completed. A copy of the instruction material and a covering memo to document the project is being prepared for the Office of the Chief of General Services.

A proposed notice providing for the standardization of letter and legal sized filing equipment has been approved by the Office of P&S, but is being held up by the Office of I&S because of the nomenclature. Tentative approval of the Office of P&S has been given to the issuance of a notice providing for standardization of file folders and guides.

Two VM microfilming projects were completed this week for the Office of Personnel. The projects were the Overt and Covert Personnel position inventories.

Mail Control Section-

6 March '53 - one courier detailed to NSC 8 hours
11 March '53 - one courier detailed to NSC 2½ hrs.
901 16th Street calling this week on the average of three a day for special service.

A total of five names and addresses of prospective couriers has been submitted to [] of Personnel Procurement.

9 March '53-Staff Duty Courier performed four trips to the home of Mr. Loftus Becker. In one instance, no driver was available for a pick-up after 12:00 midnight and the courier insisted on the watch office having someone accompany him. The watch officer going off duty made the trip. The incident was discussed with [] and [] the following morning. Both agreed that it was not desirable for the courier to be alone on such a trip and that every effort would be made to have someone along. However, they both stated that in some instances, it may be necessary for the courier to go alone.

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| | This Week | Average Week 1st 6 Months |
|--|-----------|------------------------------|
| 1. Microfilming | | |
| Images filmed-Rotary Camera | 0 | 21,300 |
| Flat-bed Camera | 33,826 | 13,000 |
| 2. Records Center-(all figures in cubic feet) | | |
| Records received for processing and storage | 7.4 | -- |
| References to record material | 58 | 220 |
| Records material destroyed | 0 | -- |
| 3. Supplemental Distribution Center | | |
| a. New material for stock: | | |
| Information Reports | 1,409 | 549 |
| Intelligence Reports | 45 | 63 |
| b. Supplemental Distribution: | | |
| Information Reports | 496 | 229 |
| Intelligence Reports | 441 | 160 |
| Notices | 3 | 54 |
| Regulations | 100 | 145 |
| Others | 14 | 14 |
| c. Initial Distribution: | | |
| Notices | 5 | 3.8 |
| Regulations | 32 | 1.8 |
| Others | 1 | .3 |
| 4. Mail Activities | | |
| a. Post Office Mail | | |
| Incoming | 4,314 | 5,150 |
| Outgoing | 7,957 | 6,550 |
| b. Postage expended | \$ 635.71 | \$ 775.00 |
| c. Scheduled Courier trips | 230 | 230 |
| d. Special Courier trips | 92 | 33.4 |
| e. Inter-agency mail by Courier | | |
| Incoming | 1,212 | 770 |
| Outgoing | 1,897 | 1,275 |
| f. Personnel actions: | | |
| Recruitments | 2 | -- |
| Separations | 0 | -- |
| g. Use of Motor Pool Vehicles | | |
| Available | 15 | -- |
| Available but delayed | 3 | -- |
| Not Available | 2 | -- |

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